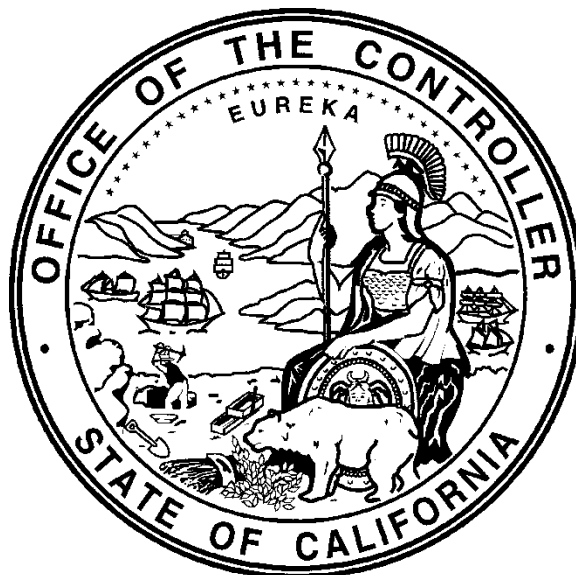


**OFFICE OF THE STATE CONTROLLER  
PERSONNEL/PAYROLL SERVICES DIVISION**



**TIME OUTBOUND  
BALANCE  
FILE**

**INFORMATION  
PACKAGE**



July 2011

REVISION HISTORY		
DATE OF RELEASE	OWNER	SUMMARY OF CHANGES
10/18/10	Dana Knedel	Created package
04/21/11	Dana Knedel	Removed user execution instructions. SCO will generated the file twice a month instead of once a month.
07/01/11	Dana Knedel	Removed Quota Type 12-Mentoring Leave

## TABLE OF CONTENTS

	Page
I. GENERAL INFORMATION.....	4
II. TECHNICAL INFORMATION.....	5
III. RECORD FORMAT .....	6
IV. FILE DEFINITIONS .....	7
V. CODES .....	8

## **I. GENERAL INFORMATION**

The State Controller's Office will automatically generate the Outbound Balance File twice a month; once at the end of the pay period and again during the middle of the pay period to capture positive paid employees attendance. The files will be available a few days after they are generated (e.g., the file created at the end of the pay period will be available the second day of the following pay period).

The files will contain current quota and state service balances as of the date created and may be used to reconcile or overlay external system balances.

The file will contain personnel number, employee name, quota and state service balances, type and text.

## **II. TECHNICAL INFORMATION**

- The file is generated in a single file format.
- File format used is ACSII text.
- Format is a fixed length.
- Server Type: Secure File Transfer Protocol (SFTP).

### III. RECORD FORMAT

#### Program Originating Format (Number, File Code, and Name)

File Name: TIME OUTBOUND FILE

Format Title: \_\_\_\_\_

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50				
PERSONNEL NUMBER										LAST NAME																							FIRST NAME											BALANCE AS OF REPORT DATE 9999.999									
X(8)										X(21)																							X(10)											9(8)									

51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100						
	QUOTA/TIME TYPE					QUOTA/TIME TYPE TEXT																																																	
		X(4)				X(25)																																																	

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	150			

51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	200			

Labels: ☐ Standard  
☐ Non-Standard  
☐ No Labels

Record Format: ☒ Fixed - F  
☐ Variable - V  
☐ Undefined -U

Record Length: 82  
Records Per Block: \_\_\_\_\_  
Blocksize: \_\_\_\_\_

☐ Input  
☒ Output  
Page 1 of 1

#### IV. FILE DEFINITIONS

Columns	Field Name	Field Length	Fields Characteristics	Field Definition
1 – 8	Personnel Number	8	X(8)	The unique SAP personnel number that identifies each employee assignment (position).
10 – 30 32 – 41	Employee's Name Last Name First Name	21 10	X(21) X(10)	The employee's name.
43 – 50	Balance As Of Report Date	8	9(8)	Quota and state service balance.
52 – 55	Quota/Time Type	4	X(4)	Identifies the unique number assigned to each quota (e.g., quota type 01 = Vacation) and time type (state service).
57 – 81	Quota Text	2	X(25)	Describes each quota and time type (e.g., Vacation).

**V. QUOTA AND TIME TYPES/TEXT**

<b>Quota Type</b>	<b>Quota Text</b>
<b>01</b>	Vacation
<b>02</b>	Annual Leave
<b>03</b>	Sick Leave
<b>04</b>	Holiday Credit
<b>05</b>	Personal Holiday
<b>06</b>	Holiday Informal Time Off
<b>07</b>	Compensating Time Off
<b>08</b>	Voluntary Personal Leave Program
<b>09</b>	Educational Leave
<b>10</b>	Personal Day
<b>11</b>	Personal Necessity Leave
<b>13</b>	Special Schools Leave Bank
<b>14</b>	Medical Officer Of The Day
<b>15</b>	Excess hours
<b>17</b>	Professional Leave
<b>18</b>	V-Time
<b>20</b>	PARR Lawsuit
<b>21</b>	PLP 2003
<b>22</b>	PLP 1992
<b>23</b>	Personal Leave Time
<b>24</b>	Recruitment Time Off
<b>26</b>	On Call
<b>27</b>	Furlough
<b>28</b>	Holiday CTO
<b>29</b>	PLP 2010
<b>30</b>	Professional Development Day

<b>Time Type</b>	<b>Time Text</b>
<b>H000</b>	State Service Credit
<b>H011</b>	State Service Hrs/PP (hours carried over for intermittent employees)